PARENT HOW-TO GUIDE

Minor Membership Renewal (17 & under)

Step 1 Parent/guardian logs in to usagym.org with their username and password. Note: If you do not know your username, email membership@usagym.org.

Step 2 Select *"Manage Memberships"* from the menu.

Step 3 Click on the individual you would like to renew.

Step 4 Review the membership options and click *"Continue."*

Step 5 Confirm the member's membership information. Select *"Make Changes"* or *"Continue."*

Step 6 Select the appropriate membership to purchase. Questions about what membership/discipline to select? Click here.

Step 7 Add or remove the club affiliation.

Step 8 Review Safe Sport information and click the acknowledgement.

Step 9 Review the membership agreement, agree to the terms, and click *"Submit."*

Step 10 Click *"Checkout."*

Step 11 Review purchase details, billing information and enter credit card details. Click "*Submit Payment*."

Minor New Membership Purchase (17 & under)

Step 1 Parent/guardian will create a profile on usagym.org. Click *"My Profile"* and select *"Register here."* Note, you will use your own, parent/guardian, information (name, date of birth, email address, address) to create the profile.

Step 2 Select *"Manage Memberships"* from the menu.

Step 3 Click *"Add a new minor."* Note, you will now be entering the minor's information.

Step 4 Review the membership options and click *"Continue."*

Step 5 Enter the member's information and click *"Continue."*

Step 6 Select the appropriate membership to purchase. Questions about what membership/discipline to select? Click here.

Step 7 Add the club affiliation.

Step 8 Review Safe Sport information and click the acknowledgement.

Step 9 Review the membership agreement, agree to the terms, and click *"Submit."*

Step 10 Click *"Checkout."*

Step 11 Review purchase details, billing information and enter credit card details. Click "*Submit Payment*."

Other

- To review and edit membership information, print a membership card or change club affiliations, access your My Profile page by logging into usagym.org with your username and password.
- Under the My Children section of your profile page, click your child's name to print their membership card, make changes to their profile, add a club or access their membership agreement.

To add/remove a club affiliation

Step 1 Go to usagym.org and login with your username and password.

Step 2 Under the My Children section of your profile page, click your child›s name to access their profile.

Step 3 On your child's profile, use the "Add a Club" button in the Club section of their profile to search for their club.

Step 4 Select your child's club and confirm the affiliation request.

PARENT HOW-TO GUIDE

Registering your minor child for educational courses and exams

Minors have the opportunity to participate in the role of Recreational Coach (age 14+), Competitive Coach (age 16+) and Judge (age 16+). Some of these roles require specific educational courses or certifications.

In order to receive credit for educational courses and exams, the minor must be logged in to their own profile – not their parent/guardian's profile – when registering for and completing their coursework.

If your child needs to register for a live or online course or exam, but does not already have their own username and password, please follow the steps below to assist them in creating their login.

Update your child's email address

Step 1 Log in to your parent profile at www.usagym.org

Step 2 Under the MY CHILDREN section, click your child's name to access their profile

Step 3 On your child's profile, click the EDIT button beside the PERSONAL INFORMATION section to add or update your child's email address. The email on your child's record must be their own unique email, different from the one on your parent profile.

Step 4 Make note of your child's member number (located under the MEMBERSHIP INFORMATION section)

Step 5 Log out

Assist your child in creating their own login

Step 1 Click the MY PROFILE button (if your device automatically logs you in to your parent profile, click Log Out on the left menu)

Step 2 Click the blue REGISTER HERE button

Step 3 Enter child's member number

Step 4 Child creates username and password and completes the required fields and check boxes

Step 5 Click REGISTER

QUICK REFERENCE

Who should log in?

Parents log in to their Parent Profile to:

- Purchase or renew minor child's membership
- Add membership roles to minor child's record
- Update minor child's contact info
- Update minor child's club affiliation
- Grant permission for 17-year-old to take the U110 SafeSport Course (see next page for instructions)

Minors log in to their own profile to:

- Register for educational courses and exams
- Complete online courses and exams
- Print membership card

Click below for more information about

- Educational Course Offerings
- Membership Roles & Requirements

Need Assistance? We're Here to Help!

For assistance logging in or navigating your parent/guardian profile or your minor child's profile, please contact Member Services at 800.345.4719 or email membership@usagym.org.

For questions or assistance with specific educational courses, please email the Education department at education@usagym.org.

PARENT HOW-TO GUIDE

U110: U.S. Center for SafeSport Core Course

Information for Parents: Helping your Child Register

All members aged 18 and older are required to complete the U110 U.S. Center for SafeSport Core Course as a condition of membership. This includes athletes, coaches, judges, and any adult (18+) in a member club who has regular contact with or authority over minors. If your child is 18+, or will be turning 18 during the season, please review the following information regarding registration and completion of this requirement.

Frequently Asked Questions

Q: What is the U110 U.S. Center for SafeSport Core Course?

A: The U.S. Center for SafeSport Core Course provides important training about preventing, recognizing and responding to misconduct in sport. The course takes about 90 minutes to complete.

Q: My child will turn 18 during the membership season. Will she be required to take the U110?

A: Yes, once your child reaches her 18th birthday, her membership will go into a pending status until she has completed the course. Members in a pending status will be ineligible to participate in USA Gymnastics sanctioned events until the course is completed and their membership returns to an active status.

Q: Can my child take the course before turning 18, to avoid a lapse in membership status?

A: Yes, 17-year-olds are able to take the U110 SafeSport course with parent/guardian permission, and are encouraged to do so when possible. Please see the instructions below to grant your child permission.

Q: My child is not yet 17. Can he take U110 SafeSport course now?

A: No, minors under the age of 17 are unable to take this course.

Q: My child recently turned 18, but hasn't created a login. Why can't I access his profile to help him?

A: Once a child turns 18, the parent/guardian will no longer have access to their adult child's profile. If the child has not previously created a login for their profile, and needs assistance with that process, they should contact Member Services at 800.345.4719 or email membership@usagym.org.

Q: My child mistakenly took the SafeSport course while logged in to my parent profile. Can the certificate be switched over to his name?

A: USA Gymnastics is unable to transfer SafeSport course certificates from one individual to another. Please contact the U.S. Center for SafeSport at 720.676.6417 for assistance, or visit the Center's Help Portal at safesporttrained.org.

How to Grant Permission for your 17-Year-Old Child to Register for the U110 U.S. Center for SafeSport Course

1. Log in to your parent profile at www.usagym.org
2. Under the MY CHILDREN section, click your child's name to access his/her profile
3. Near the bottom of your child's profile, click the grey U110: PERMISSION REQUIRED button, check the Consent box, and then Close. Your child will now have access to register for the course.

NOTE: When registering for the course, be sure that your child is logged in to his/her **own** profile, not your parent profile. If your child registers and completes the course through your parent profile, the certificate will be in your name and your child will have to re-take the course to receive credit.

USA Gymnastics MEMBER CLUB